

HAJ COMMITTEE OF INDIA

(Statutory body constituted under the Act of Parliament No. 35 of 2002)
Ministry of Minority Affairs, Government of India

E-tender Notice/Terms & Conditions

HAJ - 1447 (H) - 2026

Online Bids (in Two Packet Bid System) are invited only from local bidders from Mumbai (other bidders offer will NOT be considered) who fulfill necessary qualifying criteria as stipulated in this notice for the **supply of PVC Identity Cards with Tri-colour Lanyards/Laces with Stainless Steel Hook + Hanger** for Indian pilgrims of Haj – 2026 as per the specifications below only through Government e Market place (GeM) portal:

2. Items and specifications

Sr. No.	Items Description	Quantity
1.	PVC Card - Pilgrim Identity Card, 4-colour both-side printing as per approved sample and design, and variable data shared by HCOI. Size – 80mm x 115mm (with round edge cutting) Thickness -760 micron	1,25,000
2.	Lace/Lanyard: 4-colour printed, satin-finished with smooth edge, 20 mm wide, 1-meter long with Stainless Steel Hook + Hanger (25 mm, 1" length). Design includes "HAJ COMMITTEE OF INDIA" and INDIA/BHARAT/AL-HIND in English/Hindi/Arabic	Included

3. Scope of Work: The Haj Committee of India intends to procure Pilgrim ID Cards (approximately 1,25,000 units) as per the specifications mentioned above and approved sample for Indian Haj Pilgrims proceeding for Haj 2026 through Haj Committee of India from upto 21 different embarkation points starting from 19th April 2026. The sample of material to be used for final making of Tri-colour ID Card and Lace with Stainless Steel Hook + Hanger, which is to be submitted with the bid, should be exactly as per the above specifications, failing which the bids shall be declared non-responsive. The design, printing and production should be as per the details provided by Haj Committee of India. The final sample of Tri-colour Lace with Stainless Steel Hook + Hanger is to be submitted within 2 days of placing the supply order. The quantity may be slightly increased or decreased and payment will be made accordingly.

4. Delivery Timeline and Condition: This is a time-sensitive requisition, and the supplies must be executed in strict adherence to the delivery schedule tabulated below:

Sr. No.	Quantity	Delivery Date
1.	20000	As directed by the competent authority
2.	30000	As directed by the competent authority
3.	30000	As directed by the competent authority
4.	30000	As directed by the competent authority
5.	15000	As directed by the competent authority

The Haj Committee of India will provide flight-wise data of pilgrims in Excel format, along with corresponding photographs in JPG/JPEG formats. The first data set, consisting of 20,000 pilgrims, will be shared. The corresponding ID card sets must be printed, arranged, and delivered to Haj Committee of India, Mumbai within two days. Each ID card must be organized precisely in the order provided in the list, and both the cards and their respective laces shall be packed in **flight-wise boxes**, with **one clearly labelled box per flight** to facilitate efficient distribution. Each box must also contain a **printed copy of the corresponding pilgrim list** for verification and tracking purposes. The **remaining cards must be delivered as per the tabulated schedule with daily delivery** commitment of 10,000 ID Card sets.

5. Mode of Supply: Free on Road to the Office of CEO, HCOI. The bidder shall be responsible for in-time delivery of items against proper receipt from Haj Committee of India, strictly in consonance with the delivery schedule. Late delivery will not be considered and any deviation from delivery schedule will lead to forfeiture of Performance Security/Bid Performance Guarantee and other legal action.

6. Submission of Bids:

a. The bidders should submit their bids online with all requisite documents in the format enclosed at Annexure-I on or before closing date.

b. The sealed envelope containing the EMD and Sample should be addressed to the Chief Executive Officer, Haj Committee of India, and superscribed as "**TENDER FOR PILGRIM ID CARDS - HAJ 2026**" must be dropped in the Tender Box on or before the last date of the submission of online bid.

7. Rate: The bidder should quote the amount for each tendered item inclusive of taxes. The quantity of ID Card with Lace & Stainless Steel Hook + Hanger can be increased or decreased at the discretion of the competent authority of Haj Committee of India, Mumbai. The payment shall be made for the actual quantity procured. No extra cost / charges shall be paid for loading/ unloading and delivery of the tendered items.

8. Bid Security (EMD): The bidder has to submit the Bid Security (EMD) of Rs.100,000/- (Rupees One Lakh Only) in the form of demand drafts drawn from any Bank in favour of "HAJ COMMITTEE OF INDIA, MUMBAI" along with tender documents. No bid shall be entertained without Bid Security (EMD).

9. Performance Security: The successful bidder shall be required submit a Demand Draft for an amount equivalent to 5% of the contract value as performance security before award of contract.

10. Bid Eligibility Criteria:

a. The bidder must have satisfactorily executed similar contracts work orders

b. The bidder must have a valid PAN/TAN.

C. The bidder must have filed Income Tax Returns for the last three financial years.

d. Annual average turnover during the last three financial years should be more than Rs. 50 lakhs.

e. The bidder must have their registered/corporate office in Mumbai/Greater Mumbai.

f. Documents to be mandatorily submitted along with bids:

Sr. No.	Documents Required
1.	EMD in the form of DD for Rs. 100,000/- (if exempted supporting documents should be attached)
2.	Pan Card of the bidder
3.	GST Registration Certificate
4.	Average Annual Turnover for last three Financial Years
5.	ITR for the last 3 financial years
6.	Copies of relevant contracts/orders during last 3 years
7.	Registration certificate / proof of having registered/corporate office in Mumbai/Greater Mumbai
8.	Proof of ownership /partnership of the bidder
9.	Undertaking (as per <u>Annexure-II</u>) on Company Letterhead (dated after bid publishing)

11. Payment: Payment will be made for the accepted quantity after 30 days of successful delivery and acceptance of the tender items. No advance payment shall be made. TDS shall be deducted, as per Income Tax Rules.

12. General Terms and Conditions:

- a. Incomplete or conditional tenders shall not be entertained. Haj Committee of India reserves the right to accept or reject any tender, in whole or in part thereof, without assigning/specifying any reason thereof.
- b. The Bid Security (EMD) shall stand forfeited if a bidder withdraws or amends the bid/ tender or impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to accept order within the stipulated period. No interest will be payable on this amount. The Bid Security (EMD) shall also stand forfeited in the event of premature withdrawal of the tender by any of the bidders.
- c. Performance Security shall be submitted by the successful bidder within 02 days at 5% value of the total contract value in the form of Demand Draft / Bank Guarantee / Fixed Deposit Receipt in the name of "Haj Committee of India" with the validity of 06 months from the date of issue of Performance Security Deposit in order to fulfill the contractual obligations.
- d. The firms intending to participate in the tender process with their offer of tender are requested to read the terms and conditions of the contract.
- e. The bidder must be in a position to supply/made available the requisite material with of the described specifications and quality in the required quantity for completion of the assignment. No extra amount shall be paid on behalf of transport of material.
- f. Any deviation from specification or delay in supply of tendered item or damaged supply will attract 5% penalty of tender value and legal action to be decided by Haj Committee of India as per rules.
- g. Haj Committee of India reserves the right to reject the entire or part of supplies on account of defective material which is not found satisfactory as per specification. In such cases, Haj Committee of India shall be empowered to get the work completed from elsewhere and recover the consequential costs from the firm to which the contract was awarded.
- h. The firm will have to ensure the safety of tendered item during packing and delivery.
- i. The rates should be quoted in both words and figures.
- j. In case of any dispute, the matter will be referred to an arbitrator appointed by Haj Committee of India.
- k. All the disputes are subject to the Civil Courts within the limits of Mumbai Municipal Corporation.

1. **Liquidated damage:** If the bidder fails to supply or fulfill the contractual obligation, he is liable for recovery of liquidated damages for delay in supply.

Chief Executive Officer
Haj Committee of India
Mumbai

FORMAT FOR SUBMITTING BID

TENDER FOR PILGRIM ID CARDS - HAJ 2026

1. Name of bidding company: _____

2. Complete Address in Mumbai: _____

3. PAN: _____

4. GST: _____

5. Average Annual Turnover for Financial Years:

2022-23 _____

2023-24 _____

2024-25 _____

6. ITR for the last 3 financial years

7. Previous Work Orders: _____ (Number of Work Orders Attached)

8. Registration certificate / proof of having registered in Mumbai/Greater Mumbai

9. Proof of ownership /partnership of the bidder:

10. Undertaking (as per Annexure-II) on Company Letterhead (dated after bid publishing)

11. Details of EMD in the form of DD for Rs. 100,000/-

Please enclose documents for S. No. 3-12

Financial Bid

Sr. No.	Item Description	Quantity	Rate per unit (GST included)
1	PVC Card (CR80.30) Pilgrim Identity Card, 4-1,25,000 colour both-side printing as per approved sample and design, and variable data shared by HCol	1,25,000	
2	Lace/Lanyard: 4-colour printed, satin-finished with Included smooth edge, 20 mm wide, 1-meter long with plastic Hook + Hanger (25 mm, 1" length). Design includes "HAJ COMMITTEE OF INDIA" and INDIA/BHARAT/AL-HIND in English/Hindi/Arabic Total	Included	
3.	Total Project Cost (Including GST & Other Levies)		

Signature & Seal of Bidder

Name: _____

Designation: _____

Company Name: _____

Date: _____

UNDERTAKING

(on Company Letterhead)

(To be obtained after the bid publishing date)

I/We, the undersigned, hereby declare and undertake the following:

1. I/We have read, understood, and unconditionally agree to the terms and conditions of the bid.
2. I/We understand that understand that this is a time-sensitive job, and we will abide by the delivery timeline. We also understand that late delivery/delivery of inferior quality product/backing out or failure to execute the job will lead to forfeiture of EMD/Performance Security/Bid Performance Guarantee and other legal actions.
3. I/We declare that neither I/we nor our firm/company has been blacklisted or debarred by any State Government, Central Government, or any State/Central PSU in the last 10 years.
4. I/We confirm that neither our firm nor any of its Directors/Proprietors is under liquidation, court receivership, bankruptcy, or involved in similar proceedings, nor have we abandoned any work for any Central/State Government, Semi-Government, PSU, or Autonomous body.
5. I/We confirm that there is no ongoing criminal case, vigilance inquiry, or dispute against the company or its owners/directors, and none have been convicted by any Court of Law or any other authority (Central/State Govt. Department).
6. I/We confirm that our firm has not been indicted for any criminal, fraudulent, or corrupt activity and has not been blacklisted by any Central/State Government, Semi-Government, PSU, or Autonomous body.
7. I/We confirm that our company is not a defaulter of GST, Income Tax, or any other statutory dues to any State or Central Government. I/We further undertake to ensure timely payment of all statutory dues/taxes and full compliance with legal obligations.
8. I/We certify that all the information provided in our bid, including enclosed documents, is true, correct, and complete to the best of our knowledge and belief and nothing has been concealed therein.
9. I/We acknowledge that we are obligated to produce original certificates for verification if required. If any information provided by us is found to be false or misleading at any stage, I/We accept that our tender/bid/agreement may be cancelled immediately, without any objection from our side.

Signature & Seal of Bidder

Name: _____

Designation: _____

Company Name: _____

Date: _____